

## ROLE DESCRIPTION

<b>Job Title</b>	Executive Director- Investment and Delivery
<b>Salary Band</b>	Competitive
<b>Reporting to</b>	LCRCA Chief Executive (Head of Paid Service)
<b>Directorate</b>	Investment and Delivery
<b>Service Areas</b>	Business Growth; Investment; Devolved Programmes; and Pipeline Development, including housing delivery.
<b>Abbreviations</b>	LCRCA- Liverpool City Region Combined Authority LCR- Liverpool City Region CA- Combined Authority
<b>Political Restriction</b>	Yes

<b>1. Primary Purpose of the Post</b>
<ul style="list-style-type: none"> <li>• Be a proactive, collaborative member of the LCRCA Executive Leadership Team and provide strategic leadership to deliver the specific attributes of this post.</li> <li>• Provide strategic expertise, advice and guidance in the development, management and maximisation of funding, investment decisions and scheme development to unlock the economic potential of the LCR and accelerate economic growth.</li> <li>• Maximise the economic opportunities of the City Region Freeport, Innovation Zone and LCR Connect, the City Region’s digital infrastructure programme.</li> <li>• Lead the business support and inward investment functions for the City Region.</li> <li>• Meeting the challenge to ‘make a difference’ by ensuring the City Region delivers a range of devolved programmes and commissioned services, enabling a prosperous inclusive and growing Liverpool City Region.</li> <li>• Build and establish a wide range of partnership relationships across sectors and organisations, to influence and shape the agenda for LCR and the wider public sector.</li> </ul>
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>• Be a proactive and collaborative member of the LCRCA Executive Leadership Team providing strategic leadership, direction, expertise, advice and guidance to the Metro Mayor, Portfolio Holders, Chief Executive and Executive Directors of the LCRCA, to support investment decisions and project development.</li> <li>• Provide effective leadership including strategic direction to the Directorate Management team and relevant functions to ensure delivery and performance targets are met.</li> </ul>



- Work effectively and collaboratively with the constituent local authorities of the Combined Authority and the wider stakeholder community including business and local communities, to develop, fund, and deliver transformational projects for the City Region.
- Provide the strategic lead for the development, delivery and assurance processes for all funding streams under the Strategic Investment Fund, including for example the UK Shared Prosperity Fund, Brownfield Land Fund, Getting Building Fund, and the City Region Sustainable Transport Settlement.
- Strategic lead for the delivery of all housing related funding, including housing retrofit funding, decarbonisation of public buildings and opportunities for further investment in housing in the city region, working closely with key partners, Homes England and city region housing associations.
- Provide strategic leadership to the development and/or management third party and Combined Authority commercial funds related to economic development, for example the Chrysalis Fund and Urban Development Fund.
- Develop and/or manage third party and Combined Authority commercial funds related to economic development, for example the Chrysalis Fund and Urban Development Fund.
- Ensure that across all funding streams there is robust and independent appraisal of all investment decisions and broader projects.
- Strategic lead for LCRCA business support, the inward investment service and to maximise their contribution to the city region's economic development, and relationship management across the public/private sector.
- Ensure that the Business and Enterprise Board can fulfil its functions.
- Maximise the economic impact and opportunities of the LCR Freeport, and Innovation Zone and unlock public and private sector funding.
- Act as Senior Responsible Officer for the City Region Digital Network Joint Venture and maximise the economic and commercial opportunities of the Venture working in partnership with local authorities and the private sector.
- Strategic lead for the delivery of devolved projects and commissioned services including contract management where relevant - Adult Education Budget, Households into Work, Housing First, Skills and Apprenticeship Hub, Race Equality Hub, and Digital Inclusion Programme
- To maximise the private sector venture, business and other funding, UK Government funding and European funding available to the City Region through the portfolio.



- Provide strategic leadership internally and externally through engagement with partners for pipeline assembly, coordination, and project assembly, bringing together policy and investment delivery expertise to promote a consistent approach with an understanding of the timing and requirements of future funding streams.
- To ensure strategic objectives of the LCRCA and its stakeholders are met through funding decisions.
- Provide the optimal combination of advice, expertise, and funding to develop projects and improve affordability, deliverability, and impact of transformational projects in the City Region.
- Ensure there is a current and effective City Region Investment Strategy and Policy to guide the operation of funding across all thematic areas and ensure public investment best practice that generates financial returns, economic growth, and social and environmental benefit.
- Lead the development of key relationships for the LCRCA with external organisations to enable the delivery of positive outcomes.
- Be responsible for significant delegated financial budgets and resources, ensuring that they are allocated effectively for the delivery of intended outcomes in a manner which demonstrates value for money and compliance with relevant policies and guidelines.

### **3. General Corporate Responsibilities**

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- Maintaining effective and constructive participation with the LCRCA Executive Leadership to make open, honest, and effective corporate management decisions within the LCRCA's formal governance structure
- To share responsibility for the preparation and implementation of business plans, the financial plan, annual budget and promote efficiency targets and initiatives.
- Effective leadership and management of staff within a Service/group of functions, encouraging a continuous improvement ethos to develop outstanding services/functions, where value for money is delivered and where innovation can flourish.
- Foster a positive working and learning environment, including the health safety and wellbeing of all staff, whilst ensuring accountabilities and priorities are clear to services, teams and individual. Ensuring a proactive management of employee relations, performance, and attendance.
- Promote understanding of and adherence to LCRCA values by modelling appropriate behaviours and encouraging others to do likewise



- Contribute and lead on the preparation of corporate plans, risk register, budget management and resource planning for the areas of defined responsibility.
- Ensure effective performance management, actively engaging with Combined Authority's performance management framework, delivering all personal and Service performance targets as agreed, managing identified risks, and contributing to the management of Directorate and Corporate risks.
- Demonstrate the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken; promoting full consideration of the equality impacts of decision on all the protected characteristics. Advance non-discriminatory practices in all aspects of work undertaken.
- Ensure Compliance with legislation and Combined Authority policies and procedures in relation to governance including supporting the scrutiny process and the completion of the annual governance statement.
- Display organisational behaviours of LCR First, Respect and Action Focus encouraging others to do likewise and role model the leadership expectations outlined in the Combined Authority Leadership Charter.
- Establish effective relationships and collaboration with constituent local authorities/bodies to support long term ambition and delivery of the Combined Authority Corporate plan.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful
- Embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally
- Work with public and other relevant bodies to support LCR's communities, through services and activities which address local concerns, and which foster social capital and resilient communities.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing

## PERSON SPECIFICATION

**Job Title:** Executive Director Investment and Delivery

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
A relevant degree, qualifications or evidence of significant relevant experience	E	A
Membership of (or eligibility to join) a recognised, relevant professional body	E	A
Evidence and commitment to continuous personal and professional development	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Significant relevant and related experience at a senior level within a leadership role	E	A, I, AC
Extensive proven track record of provision of specialist technical input into the formulation and delivery of place-based strategies and policies in a public sector organisation or other organisation of comparable scope and complexity	E	A, I, AC
Comprehensive experience of funding, financial and resource management and providing specialist technical input into major capital schemes	E	A, I, AC
Comprehensive experience of funding, financial and resource management and providing specialist technical input into major capital schemes	E	A, I, AC
Evidence of leading teams to deliver high quality services	E	A, I, AC
Proven record of developing and utilising links with Stakeholders/Partners at a senior level	E	A, I, AC
Financial and commercial awareness and the ability to analyse complex information to deliver objectives	E	A, I, AC
Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around constraints and challenges and capable of translating ideas into policy and practice	E	A, I, AC
Evidence of involvement in the development of major schemes	D	A, I, AC



Experience of working within a political environment including advising and briefing politicians	<b>D</b>	<b>A, I, AC</b>
An understanding of the LCR devolution agreement, local government, central government and their roles structures and relationships	<b>D</b>	<b>A, I, AC</b>
Knowledge of the key issues facing a City Region	<b>D</b>	<b>A, I, AC</b>

<b>Skills, abilities and personal attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Ability to lead, inspire and motivate others within a culture of delivery and continuous improvement.	<b>E</b>	<b>A, I, AC</b>
Highly developed influencing and persuasion skills with a determination to deliver LCRCA goals and strategies	<b>E</b>	<b>A, I, AC</b>
Ability to develop and maintain effective working relationships with integrity, credibility and influence with national and local politicians, civil servants, officers, and other key stakeholders	<b>E</b>	<b>A, I, AC</b>
Able to deliver and lead others to prioritise work, working within a fast-paced environment providing a creative approach to problem solving	<b>E</b>	<b>A, I, AC</b>
Positive, flexible responsive, dynamic and creative approach to problem solving, encouraging ideas from across teams, working around constraints and challenges to translate ideas into practice	<b>E</b>	<b>A, I, AC</b>
Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way	<b>E</b>	<b>A, I, AC</b>
High level awareness of media and presentational issues, and ability to work with politicians and media professionals to shape and project credible public positions	<b>E</b>	<b>A, I, AC</b>
Ability to anticipate and understand the needs of the LCRCA and the city region and analyse and interpret information using judgement in creating solutions	<b>E</b>	<b>A, I, AC</b>
Highly developed business and financial acumen	<b>E</b>	<b>A, I, AC</b>



Experience and ability to build effective working relationships and work collaboratively with a wide range of stakeholders	<b>E</b>	<b>A, I, AC</b>
Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations	<b>E</b>	<b>A, I, AC</b>
High level of skill in strategic and analytical thinking allied with an ability to make effective, critical decisions	<b>E</b>	<b>A, I, AC</b>

<b>Commitment and Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
A commitment to follow and amplify the LCRCA agreed behaviours of LCR First, Respect and Action Focused.	<b>E</b>	<b>A, I, AC</b>
Demonstrates the highest levels of professionalism	<b>E</b>	<b>A, I, AC</b>
A commitment to providing a high-quality customer service and ensuring service standards are met across all areas of responsibility	<b>E</b>	<b>A, I, AC</b>
Demonstrates a commitment to Equality, Diversity and Inclusion	<b>E</b>	<b>A, I, AC</b>
Flexible approach to working hours and willingness to work flexibly as and when required	<b>E</b>	<b>A, I, AC</b>
Ability to attend meetings inside and outside the City Region	<b>E</b>	<b>A, I, AC</b>

**Note for Candidates:**

As part of our recruitment process, we will be using psychometric testing and stakeholder panels. Psychometric tests help us assess your cognitive abilities, personality traits, and job-related skills, ensuring a fair and unbiased selection.

Additionally, stakeholder panels, will provide diverse perspectives during the interview process.

These methods help us make well-rounded hiring decisions and find the best fit for both the role and our organisational culture

**Key to Assessment Methods:**

A - Application	I – Interview	P – Presentation	AC – Assessment
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